

17.01.2021

To: Deans and Faculty Members of the Technion
From: Professor Hossam Haick – Dean of Undergraduate Studies

Subject: Online exams during the 2021 Winter Semester

This document summarizes the procedures and guidelines for conducting online exams during the 2021 winter semester. Some of the guidelines are “temporary instructions” for the corona period only. Once the restrictions of the pandemic are lifted, the situation will return to normal. Please distribute this document to faculty members, teaching staff, and all other parties who are involved in conducting exams within your particular faculty. The office of Undergraduate Studies will distribute the relevant information directly to the students.

This document is written in masculine form for convenience only, but it is intended for both females and males.

The 2021 winter semester exams, both Moed A and Moed B, will be held online, unless otherwise stated.

Students who lack the infrastructure to participate in online exams, as well students who are parents of young children (up to 6th grade), will be able to use Technion’s infrastructure to complete their online exams. In order for eligible students to be able to use Technion’s infrastructure for this purpose, students will need to pre-register on the undergraduate studies website; this arrangement will be dependent on the available spots that we can set up for this purpose while still adhering to the limitations specified by the Purple Badge guidelines and the Ministry of Health’s directives that will be in place during the exam period (including a permit for conducting a certain percentage of exams on campus).

- Moed A exams will be held between these dates: 31.01.2021 – 22.02.2021
- Moed B exams will be held between these dates: 02.03.2021 – 18.03.2021

Based on the lessons learned from our experience conducting online exams during the 2020 spring semester, a new format was established which includes a number of changes and improvements that are designed to make the process more efficient.

Online exams are based on trust between the examiner and the examinees, and it requires a level of fairness, integrity, and adherence to the integrity of the exam (just as in regular exams). Attached are detailed procedures for conducting online exams, with a focus on the requirements of the teaching faculty, the students, and the faculties. **The purpose of an exam is to evaluate the learning that has taken place and its outcomes, as well as to evaluate the students’ achievements. Accomplishing this is based on trust between the examiner and the examinee.**

In the remainder of this document, detailed procedures for conducting online exams are outlined, with an emphasis on the requirements of the teaching staff, students, and faculties.

Procedures for the teaching staff:

- Appendix #1 – Procedures for conducting exams online
- Appendix #2 – Time extensions for students with learning disabilities or other limitations
- Appendix #3 – Procedures for submitting grades on the UPGRADE system
- Appendix #4 – Specification of exam times and time extensions
- Appendix #5 – Password-protected declaration and exam integrity forms

Procedures for students:

- Appendix #6 – Guidelines for students taking online exams
- Appendix #7 – Instructions for students to create and submit a file onto the MOODLE system
- Appendix #8 – Guidelines for students taking exams on MOODLE
- Appendix #9 – Forgoing the exam

I wish us all a successful semester and I thank you in advance for your cooperation.

Sincerely,



Professor Hossam Haick – Dean of Undergraduate Studies

Reference materials for the MOODLE system:

[Training site for lecturers and teaching assistants – remote teaching](#)

[Frequently asked questions for the teaching faculty](#)

Recordings of seminars:

[Seminar for lecturers](#)

[Seminar for teaching assistants](#)

For your convenience, an [instructional video](#) about the use of ZOOM.

For any questions or problems, you may contact the Examinations Department in the Office of Undergraduate Studies at: hashgacha@technion.ac.il

Appendix #1

Procedures for conducting exams online

An online exam is based on trust between the examiner and the examinees and it necessitates (as in regular exams) adherence to fairness, integrity, and personal responsibility, as well as an absolute adherence to the integrity of the exam. In order to facilitate the management of the exam, as well as adherence to the existing rules of the Technion, the following guidelines about participation in an online exam through Zoom have been formulated. For simplicity, the guidelines are worded in the masculine form, but are intended for all students regardless of gender. **Participation in an online exam includes consenting to all of the following instructions. Furthermore, please note that participating in an online exam demands that the student adheres to a number of responsibilities and tasks, both in preparing for the exam and for his conduct during the exam.**

1. Creating the exam assignment in Moodle – The lecturer must create the exam assignment in Moodle up to 3 days prior to the exam. Creating the assignment includes defining the duration of the exam for regular rooms, as well as for students who have time extensions (Appendix #4). The lecturer must upload the waiver of confidentiality form and the exam integrity form for this assignment and make it password-protected, such that a student who opens up these forms must enter a password (Appendix #5). These forms must also include time restrictions, such that they are available 30 minutes before the start of the exam. The password, along with the exam procedures, should be sent to the person who is supervising the exam. Students will receive the password in the chat feature of the exam room after the student identification process is complete.
2. Students who wish to participate in the exam will need to approve the confidentiality waiver form for online exams and the exam integrity form. Only after approval of both forms, will the exam open up for the student in MOODLE. Registration for the exam includes a statement that affirms that the student accepts all the conditions that appear in this document. The lecturer-in-charge, or whoever among the course staff is appointed on his behalf, is responsible for opening the registration list in MOODLE. Registering for the exam is the responsibility of the students.
3. The instructor will import the students' time extension data from the UPGRADE program and will use it to divide the students into the relevant exam groups in MOODLE, according to their designated exam times (Appendix #4). It is important to note that all students are automatically enrolled in Moed A. In regard to Moed B, students must register on the Undergraduate Studies website up to 72 hours before the exam. Due to the online format and the need to prepare the Zoom rooms and supervisors in advance, we will not be able to accommodate the registration of students who do not register for the exam on time, unless there are extenuating circumstances.
4. The Office of Undergraduate Studies will open Zoom rooms for all exam rooms, consisting of up to 22 examinees per room. It is the responsibility of the Office of Undergraduate

Studies to provide each student with a link to his or her exam room and an entry password. The student will see the link to the room in the STUDENTS program. The lecturer-in-charge will be able to view all of the links to the online exam rooms of his course in the STUDENTS program. It is the responsibility of the lecturer-in-charge to pass along the links to the course staff, while ensuring the security of the information and preventing the distribution of the links.

5. It is the responsibility of the Office of Undergraduate Studies to assign a dedicated email address for each individual exam. This email address will be used to retrieve exam grades after the exam is completed. As a general rule, the email address will be in the format of the course number, for example: 315037@technion.ac.il. Course staff will be able to view the email address and password on the SHAREPOINT website. The lecturer must distribute this information to the course staff while maintaining the security of the information.
6. The Office of Undergraduate Studies will appoint a supervisor who will be responsible for each exam. The Office of Undergraduate Studies will be responsible for connecting between the course staff and the supervisor who will be responsible for monitoring the exam.
7. The course staff must send the following forms to the exam email address:
 - Instructions for the exam, up to 72 hours before the date of the exam
 - The password for opening up the declaration form and waiver of confidentiality form
8. The supervisor-in-charge will be responsible for retrieving the information from the designated email and distributing it to the other supervisors of the particular exam.
9. Course staff can find the details of the supervisor-in-charge on the STUDENTS website within the Exam section. Course staff will receive the following information: name of the supervisor-in-charge, cell phone number, and email.
10. It is the responsibility of the course staff to ensure that they have received all the necessary information for the exam from the Office of Undergraduate Studies and that all of the following points have been met:
 - The links to the exam appear in the STUDENT system
 - The time of the exam that is registered in the system corresponds with the exam time that was sent by the Office of Undergraduate Studies
 - The exam has been uploaded to the MOODLE system
 - That declaration forms are password-protected, using the password sent by the Office of Undergraduate Studies
 - Exam instructions were submitted to the Office of Undergraduate Studies
 - The dedicated email address that was set up for the exam, through which the students will upload the forms at the end of the exam, is correct

Exam supervision and management:

11. Exam management consists of two elements: the academic element, for which the lecturer and course staff are responsible (answering questions, addressing the content of the exam, special circumstances, etc.); and the supervision element, for which the Office of Undergraduate studies is responsible. The Office of Undergraduate Studies assigns the team of supervisors, who are responsible for supervising the exam and student conduct throughout the exam. The supervision team will be supported by additional exam supervisors, including a head supervisor who will be responsible for monitoring the exam.
12. It is the responsibility of the Office of Undergraduate Studies to save the video/audio-recordings for the period of time that is specified within Technion guidelines in regard to saving exam notebooks.
13. Two assignments will be made available on the course website in MOODLE – one for **students without time extensions** and **another for students with time extensions**. In both assignments, the exam forms will be uploaded but they will be available only for a limited amount of time (i.e., during the duration of the exam only). Examinees will only be able to access the exam documents/resources if they have completed the exam integrity statement.
14. Students with time extensions will be tested in separate online rooms than students without time extensions.
15. The course instructor, or someone appointed by him, must be available to answer students' questions throughout the entire exam.
16. Questions during the exam: If a student has a question, the supervisor will contact the examinee via the chat. The supervisor will direct the question to the course staff, either by email, chat, or phone. After receiving a response, the supervisor will pass along the response to the student via the chat.
17. Information necessary to convey to the examinees (correction of errors in the form, additional time, etc.) will be sent through the chat, only by the lecturer-in charge. The supervisors-in-charge of the exam rooms will make sure that the information is passed along to the examinees.
18. It is prohibited for the examinee to move away from or leave the field of view of the camera, unless he receives prior approval from the course instructor/supervisor and leaves for as little time as possible.
19. A student will only be allowed to use the chat function to contact the lecturer or the supervisor. Of course, conversations among the examinees are forbidden.
20. Students can go to the toilet during the exam, within reason. Leaving to go to the toilets requires approval from the exam supervisor. A toilet request must be sent via chat. Only after receiving approval, will the student be able to leave. Students may not take their smartphones to the toilet – the computer/phone must be kept on and the camera must continue to show the exam setting. Upon the student's return, he must notify the supervisor via the chat that he has returned. If necessary, the supervisor may request that the student provide additional identification by presenting an ID card upon his return to the exam.

Please note that leaving the exam area is a test of trust and integrity. We expect that all students successfully pass this test.

21. In case of prolonged absence (more than 5 minutes in total) due to a toilet break, or an interrupted connection of more than 5 minutes or 10 minutes in total, or any other circumstance that the instructor-in-charge deems as unreasonable conduct during an online exam, **even if there is no suspicion of a violation of exam integrity**, the course lecturer will have the authority to carry out the procedures outlined in section 24. In the case of an interrupted connection, the lecturer or supervisor who is in charge of the exam will call the phone number that was provided by the examinee before taking any additional steps. The supervisors will make note of any instances of interruptions in the connection in their monitoring forms.
22. For exams in which handwritten responses are necessary, at the end of the exam (or at the end of each section), the student must scan all of the response sheets and upload them to MOODLE, as well as send them to the email address assigned to the exam. All uploaded sheets must be clear and legible. At this point, students will engage only in scanning the pages, and will not be permitted to edit them. Writing during this time may result in being disqualified from the exam. During the scanning process, students will continue to have their computer and smartphone cameras turned on so that the examiner will be able to observe and verify this process. Fifteen (15) minutes, at the end of the exam, will be allocated to completing the scanning process. Students must make sure that all files have been uploaded. The submission part of the assignment will be locked after 15 minutes from the end of the exam period, and it will not be possible to upload files after this time. Attached are instructions for scanning and sending the files via MOODLE and via email (Appendix 7).
23. Upon completion of the submission of the scanned exams, the lecturer or supervisor who is responsible for the exam will verify that everyone has sent their scanned files. Only after the lecturer or supervisor verifies submission, can the examinees be instructed to disconnect themselves or the lecturer/supervisor can disconnect the examinees.
24. In the case of suspicion that a student violated the integrity of the exam, the course instructor has the authority to clarify the issue with the student at a date that will be determined after the exam has ended. The misconduct will then be addressed in accordance with section 7.14 of the Student Disciplinary Regulations. Even if the student was permitted to submit the exam at the end of the exam period, the course instructor reserves the right to investigate the issue and use his discretion to act in accordance with the disciplinary regulations. A student who feels that he has been wronged by the instructor may request a disciplinary hearing for the actions that were attributed to him, in accordance with the provision of section 7.14 of the disciplinary regulations.
25. A student who enters the exam room and had received the password for the exam is considered to have participated in the exam. During the first half hour of when the exam form was provided, the student can decide not to take the exam, even if he has already

viewed the exam form. In this case, the student must notify the supervisor and indicate that he wishes to forgo taking the exam in the designated place in MOODLE within the first half hour of the exam. The examinee **will remain under supervision** until the end of the exam, but will not submit the exam, and will not receive a grade for the exam (if it's a Moed B exam and the student has a grade on the exam in Moed A, the grade from Moed A will be the only exam grade used for calculating the final course grade). A student who does not remain in the supervised exam until the end (even if he chooses not to be graded), will be considered to be a student who has submitted the exam and will be graded accordingly.

26. These provisions do not replace the disciplinary regulations, rather are additions to them.

Appendix #2

Accommodations for students with learning disabilities or medical limitations / those in the reserves / those who need parental accommodations / those with a partial knowledge of Hebrew (exchange students or students who have not yet ranked at a certain level of Hebrew)

Several populations on campus are in need of accommodations for the reasons listed in the title. For accommodations of students with learning disabilities, the Technion relies on diagnoses from the following institutes (and only from these institutes):

- Institutes of Learning Abilities (MATAL) – institutes that provide diagnoses based on a system for diagnosing learning disabilities, which was developed by the National Institute for Testing and Evaluation
- Rambam Hospital – Cognitive Neurology Unit

Requests for accommodations can only be received during the three time periods listed below:

- **Winter** – up to three weeks before the official Moed A 2021 winter dates, no later than 10.01.2021
- **Spring** – up to three weeks before the official Moed A 2021 spring dates, no later than 14.06.2021
- **Summer** – up to three weeks before the official Moed B 2021 spring dates and Moed A 2021 summer dates, no later than 13.09.21

***Up until these dates, the student must receive approval that is validated and signed by the Dean of Undergraduate Studies. Otherwise, it will not be possible to issue the necessary learning accommodations for the exam.**

In addition, approvals for time extensions are intended for those serving in the reserves, those entitled to parental accommodations, and those who have a partial knowledge of Hebrew. A centralized list of all students who have been approved for a time extension (except for reservists who serve in the period before the exam) is distributed to all instructors toward the end of the semester. Reservists will present their letter of permission during the exam. All students who are eligible for a time extension are placed in one room (or more if necessary), and they must present their letter of permission to the supervisors during the exam. Please ensure that those who are entitled to time extensions will indeed receive the additional time that they deserve.

Time extension accommodations that are over 25% of additional exam time

A very small number of students receive time extension accommodations that are 50% or 100%. These accommodations are provided on the basis of complex medical problems. The course instructor and students must receive permission for this. The student is obligated to coordinate his exam schedule by directly contacting the Examinations Department of the Office of

Undergraduate Studies. Students have an obligation to report any changes in their intentions to take the exams (for example, not to take part in Moed A or B) to the Examinations Department by phone (04-8292531). These students will coordinate with the course lecturer to be given an additional time extension, and it will be taken into account that the lecturer or someone on his behalf will approach the student several times to answer questions. For more information, see the [“Accessible Instruction”](#) booklet.

Taking exams on the computer for students with learning disabilities – an explanation for the teaching staff:

In general:

Taking an exam on the computer is an accommodation intended for students who have difficulties writing. These difficulties can be manifested in the legibility of one’s handwriting, one’s pace of writing and/or the effort required for writing. This population includes students who are dealing with learning difficulties, attention deficit disorder, and a variety of medical problems. Accommodations are provided for exams in which writing is required.

In-person exams on the computer typically take place in the Accessibility Center. In the center, there is a dedicated exam room with four posts. In addition, it is possible to use the other areas in the center for exams when it is crowded or if there are multiple exams. During the exam, students use predefined software that is designed for mathematical and verbal writing (for example, Mathtype). It is important to note that all computers are disconnected from the Internet. Exam supervision is entrusted to the regular supervision staff. The student is required to submit a list of the exams that he would like to take on the computer to the Teaching Center, in advance, so that he can be assigned a supervisor.

When the exam takes place at the Accessibility Center, it requires the faculty to come to the center in order to answer questions and ensure the collection of the exam from the Teaching Center.

Online exams are conducted on the student’s personal computer, after the student coordinates with the lecturer-in-charge about how to write and submit the exam in accordance with the supervision guidelines of the Office of Undergraduate Studies.

It is important to emphasize a few points:

- Supervision during the exam is entrusted to the supervision team of the Office of Undergraduate Studies.
- Students use **only predefined software** designed for mathematical and verbal writing (for example, the Mathtype application).
- **What is required of the teaching staff during in-person exams?**

- **At the start of the exam:** The teaching staff of the course must also arrive at the Accessibility Center to provide instructions to the supervisors and to bring a copy of the exam in the case that copies were made in the faculty.
 - **During the exam:** The teaching assistant/lecturer-in-charge must leave their telephone number with the supervisor (and of course be available during the exam) in case students have any questions. At the Accessibility Center, there are sometimes several different exams taking place. Please take this into account when visiting the center and answering students' questions.
 - **At the end of the exam:** You will need to collect the exams from the Accessibility Center.
- **What is required of the teaching staff during frontal exams?**
 - Coordinate, in advance, the submission format and additional requirements for the examination with the student.

As with other accommodations, a recommendation for this type of accommodation is provided as part of a comprehensive diagnosis and is reviewed by learning disabilities experts or by the supervisor of accommodations at the Technion, according to academic accessibility guidelines within the Advancement of Students unit. Afterwards, the unit passes its recommendation along to the Dean of Undergraduate Studies. In in-person exams, it is the responsibility of the student to submit a list of the exams that he would like to take on the computer to the Teaching Center so that a supervisor can be assigned to him. For questions and/or clarifications, please contact the Learning Disabilities specialists in the Student Advancement unit: Rosie Engel (rosie@technion.ac.il) and Gil Berkowitz (gilbr@technion.ac.il) or Sigal Blum (sigal.blum@technion.ac.il), who is in charge of academic accessibility.

Appendix #3

Procedures for submitting grades on the UPGRADE system

Below are the important points for submitting grades within the UPGRADE system. These points do not replace the Technion's academic regulations.

In general:

The system is designed to guide the course procedures throughout the semester, including all the assignments given during the semester, up until the final grades are assigned and sent to the central information system of the Student Administration office (undergraduate studies and graduate studies). An explanation of the use of these options can be found on the Upgrade website:

- The system can be accessed via this link: <https://upgrade.technion.ac.il>
- Identification details are the [regular Technion identification](#) details, which include the name and password of the email account.
- The management and maintenance of the account can be performed through this dedicated website: <http://cis-account.technion.ac.il>
- Anyone who has forgotten the secret code can request its recovery from the faculty/unit or independently through [this link](#).
- The password is confidential and personal and cannot be passed along to another party.
- The system allows students to view their grades on the student website: <https://grades.technion.ac.il> and through the Technion's application.
- The system works on the Technion's network only. There is a way to connect to the Technion network remotely. Please follow-up with the computer engineer in your faculty to do so.
- After logging in, you can watch an instructional video.

Guidelines:

Reporting grades is only possible through the Upgrade system. Manual reporting will not be permitted.

Permissions/Authorizations:

- For each academic program there is one person per program who is in charge. The primary person with authorization for the semester within the academic programs is the lecturer-in-charge, as indicated in the main system.
- The faculty's teaching administrative staff can give only one member of the course's teaching staff permission/authorization for the academic program in Upgrade.
- The person in charge of the academic program can provide authorization to teaching assistants in the academic program as needed.

Schedule:

Grades for the exams within the academic program must be reported within 10 calendar days from the date of the exam. In course in which the final exam is not the only component of the final grade, and in the case that an extension has been granted for the submission of assignments until a date that is after the exam date (for example, the final homework assignment or final project), the deadline for submitting final grades will be 10 days after the final assignment submission date in the course.

- It is recommended to publish the scores first, before sending them to the central information system. Publishing them first will allow students to check their final grade in the course and to appeal the exam grade.
- **A number of days** after the scores are published, the scores should be sent to the main computer (you will have to wait two or three days to see that there is no mistake in the formula for weighting the final grade).
- **Moed A grades must be reported within a short period of time in order to allow for the Office of Undergraduate Studies to assign rooms and supervision for Moed B dates.**
- Only after grades have been sent to the main computer, will it be possible to issue reports and to know the number of students who are expected to take the exam during Moed B. It is important that the report be issued quickly between Moed A and Moed B of the winter semester. At the same time that the grades are sent, an email will be sent to the course staff.
- In parallel with the report on Upgrade, it will be necessary to send a printed copy that is signed by the lecturer-in-charge to the Office of Undergraduate Studies or to the Office of Graduate Studies in the academic department. The copy that is signed by the academic department will be sent to the Office of Undergraduate Studies/Graduate Studies by the faculty's Administrative Office.
- When publishing Moed A grades, it will be necessary to take into account the date at which the grades were published and the scanning of the exams and to allow 4 days in between them for appeals. The student must receive an answer to the appeal up to one week before Moed B. If the student does not receive an answer to the appeal up to one week before Moed B, he will be entitled to receive a special examination. See the set of regulations 2.3.4 in the catalogue.
- The course grades must be entered on the following dates:
 - Moed A: From the start of the exam period until 30 days after Moed A.
 - Moed B: From the start of the Moed B exam period until 30 days after its completion.

It is not possible to report grades from Moed B before Moed A (or on the same day), and not before the exam period of Moed B. **The central information system deals only with final grades of Moed A and B, according to an explicit instruction (sent by) the lecturer in charge of the academic program.** Each academic program is permitted to send the grades of one Moed at a time. **Special Final grades can be posted on Upgrade, but are not to be sent to the central computer. It is necessary to report the grade report form**

(appeals) to the Administrative Office of Undergraduate Studies/Graduate Studies in the faculty.

- It is not possible to indicate grade changes/corrections once the grades have been sent to the central information system. Grade changes can only be made using the Grade Change (Appeals) form, which is to be signed by the instructor and sent to the Administrative Office of Undergraduate Studies or Graduate Studies. It is highly recommended to change the grade on Update as well. A copy with the faculty stamp on it is to be sent to the Administrative Office of Undergraduate Studies/Graduate Studies.
- Entering grades for assignments given throughout the semester is possible from the first day of the semester.
- **With authorization only:** According to the academic regulations, automatic grade capturing from the Upgrade system to the central information system will not be possible from the end of the 8th week of the semester, which follows the semester in which the grade was awarded. Grades which have not been entered by the above date, must be reported manually to the Administrative Staff of Undergraduate Studies in the faculty (accompanied by an explanation).
- Grades from academic programs that do not have a centralized submission of all grades (for example, projects, seminars), are not to be submitted through the Upgrade system.

Appendix #4

Designating exam times and time extensions

Step 1: Designating the exam dates for all examinees according to the regular exam times

- **Assignment:** Settings → Availability: The examinees are required to scan the answer sheets and upload them onto Moodle – an end date/time can be set according to the end time of the exam and a final submission date/time according to the end time of the submission (i.e., an additional 15 minutes). It will not be possible to upload files to the system after the time that is set for the final submission date.

פעיל	<input checked="" type="checkbox"/>	7	יוני	2020	09	00	
פעיל	<input checked="" type="checkbox"/>	7	יולי	2020	12	00	
פעיל	<input checked="" type="checkbox"/>	7	יולי	2020	12	15	

זמינות

אפשר הגשות מ

עד לתאריך

מועד הגשה סופי

- **Exam:** Settings → Scheduling: Schedule the start date/time and duration of the exam to ensure that each student receives the full amount of time from the moment that the exam is available. It is advisable to set a range for the time at which the submission closes in case of technical delays or other reasons.

Step 2: Adjusting the exam duration for those who receive additional time

In the exam resource booklet, the **special accommodations for this group** of students are discussed and defined – here is [a link to the instructions](#). The instructions are the same both for an exam and an assignment. For exams that follow the template, the settings have already been adapted, you will only need to update the times in accordance with your exam.

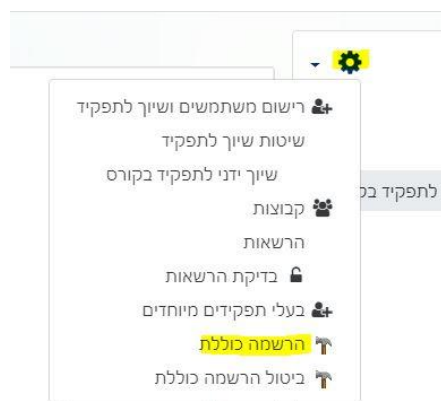
Step 3: Assigning students to the appropriate time extension groups

1. Export time extension date from Upgrade
 - On the top menu, select Students.
 - On the menu to the left, select “Time adjustments for students in exams”.
 - When the report opens, at the top right section of the page, click the Export button.
 - An excel file will download on your computer, which contains the list of students and the type of time accommodation that each student in the course receives.



2. Import data to the MOODLE website

- In the Excel file that you received, delete the unnecessary columns and leave:
 - Column A: student ID numbers. The values must be in the format of a 9-digit number (in Excel, select the column and, in "Format Cells" select "Custom" and in "Type", type in 000000000).
 - Column B: the additional time allocated to each student (25%, 50%, 100%, 15 minutes, etc.). In case there is a value listed that does not coincide with one of the four options, change it so that it coincides.
 - Save the file in the format of a CSV comma delimited file.
- Go to the course website and on the menu bar on the top, click "Course Management" (the icon with three gears) and select "Users."
- A page will open up, and then click on the single gear in the upper right hand corner and select "Total Enrollment".



The following page will open:

הרשמה כוללת ביטול הרשמה כוללת

הרשמה כוללת

מנגנון זה מאפשר הרשמה כוללת של משתמשים מתוך קובץ, חשבון אחד בכל שורה. המערכת תדלג על השורה הראשונה, שורות ריקות ושורות המכילות משתמשים לא מוכרים. הקובץ יכול להכיל מספר עמודות, מופרדות באמצעות פסיקים, פסיק-נקודה או טאבים. העמודה הראשונה חייבת להכין נוזה ייחודי: מספר מזהה (ברירת המחדל) או כתובת דוא"ל של המשתמש (**). העמודה השנייה, אם קיימת, צריכה להכין את שם הקבוצה אליה יש לשייך משתמש זה. ניתן לחזור על הפעולה מספר פעמים לפי הצורך, למשל במידה ושכחת להוסיף קבוצה לחלק מהמשתמשים.

מיקום הקובץ

בחירת קובץ

תחום CSV

Translation of the image above: This mechanism allows for the complete enrollment of all the users in the file, one account per each row. The system will disregard **the first row**, blank rows, and rows that include unknown participants. **The file can include a number of columns, separated by commas, semi-colons or tabs. The first column must contain a unique identifier: an identification number (default) or the user's email address(**).** The second column, if applicable, must include the name of the group that the user is a part of. You can repeat this process as many times as you need, for example if you forgot to add a group for a portion of the users.

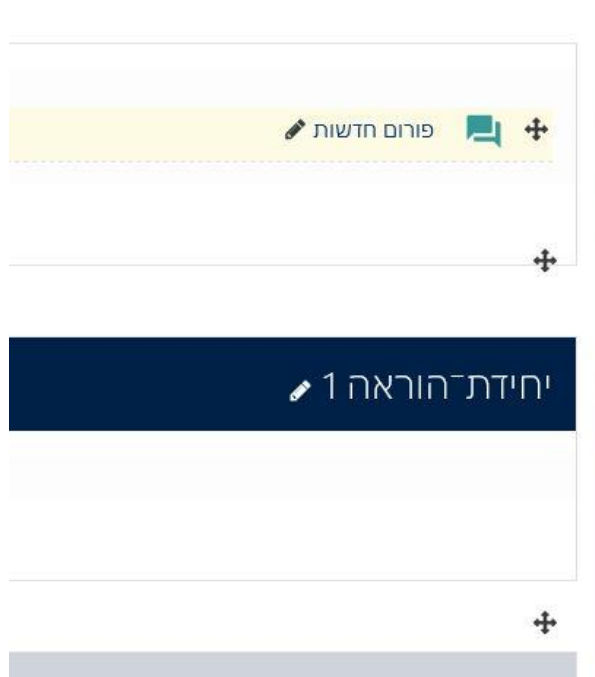
- Attach the file from Step 1 of this section.
- Change the "Encoding" field to "windows-1255".
- Make sure that the position is set to "Student".
- De-select the clauses that are for the creation of a group and the creation of a collection of groups.
- Click on "Register users for my course".

Particularly for large courses, this process can take several minutes. Once the action is completed, an email confirmation will be sent to you.

Appendix #5

Password-protected declaration and exam integrity forms

1. Download the files to your personal computer from the following links:
 - [Midterm exam – A single exam template for download](#)
 - [Moed A – A single exam template for download](#)
 - [Moed B – A single exam template for download](#)
2. Open the course website that you want and enable editing by clicking on the green button on the top menu bar.
3. Activate the “**Performance Tracking Mechanism**” according to the instructions listed here: <https://moodle.technion.ac.il/mod/page/view.php?id=819419>
4. If there is a blank section (unit) on your website – move it up so that it is the **first section** (after you place it there, its name will change to “Teaching Unit 1”). Moving the section: Click the four-way arrow on the right side of the unit and drag it up until it is in the desired location. If you do not have a blank section (unit) on your website – you can add a new section by clicking on the + button that is under the last section on the left.



5. Next, click on “**Course Management**” on the top menu bar (three gears).
6. Select “Restore”.

The screenshot shows a dashboard with several menu items. The 'הגדרות הקורס' (Course Settings) menu is expanded, and the 'שחזור' (Restore) option is highlighted with a red rectangular box. Other visible options include 'ניהול התלמידים שלך', 'ניהול כל מאפייני הקורס', 'מאגר שאלות', 'פעילויות ומשאבים', 'פורומים', 'גיליון ציונים', 'משתתפים', 'קבוצות', 'שיטות שיוך לחפיקי', 'תנאים להשלמת פעילות', 'תנאי השלמת קורס', 'יזמני מעקב', 'הצגת יזמני מעקב עכשוויים', 'הצגת דוח השתתפות לומדים בפעילויות', 'הצגת דוח צפיה בפעילויות קורס', 'עריכת הגדרות קורס', 'הגדרות חישוב ציונים', 'עריכת הגדרות השלמת הקורס', 'מימטיות', 'ניהול הקורס', 'איפוס', 'גיבוי', 'שחזור', 'יבוא', 'מחסן פריטים שנמחקו', 'הגדרות מסנן', 'מעקב ארוזי מערכת', 'מאגר שאלות', 'קטגוריית שאלה', 'יבוא', 'יבוא', 'השגים', 'ניהול הענקת השגים לתלמידים שלך', 'ניהול הישגים', 'הוספת הישג חדש'.

7. On the next page, upload the file you downloaded from here to the file upload box under "Select a back-up file" and then click "Restore":

The screenshot shows the 'שחזור קורס' (Restore Course) page. The page title is 'שחזור קורס' and the subtitle is 'ראשי / הקורסים שלי / סדנא 2 / שחזור'. Below the title, there is a section titled 'בחירת קובץ גיבוי' (Select Backup File) with a sub-header 'קבצים'. A file upload area is shown with a dashed border and a blue arrow pointing down. The text inside the upload area says 'הגודל המירבי לקבצים חדשים: 500MB' and 'בחירת קובץ..'. Below the upload area, there is a blue button labeled 'שחזור'. At the bottom of the page, there is a small red warning icon and text: 'רנופס זה ישנם יזמנים אומים חורה ולידים לחילא ובהם מחומרים ר'.

8. On the next page, click "Continue".
9. In the next step, select "Merge the back-up of the course onto this course" and click "Continue". Pay attention!!! It is very important not to get confused here:

1. אישור → 2. יעד → 3. הגדרות → 4. בחירה → 5. סקירה

שיחזור לקורס זה

מיזוג גיבוי הקורס אל תוך קורס זה

מחיקת התכנים של קורס זה ולאחר מכן שיחזור

המשך

10. Click “Continue” on the next two pages and then “Perform Recovery”. The unit will be updated and will replace the empty unit.

11. The unit that was created is hidden, so that you can make updates according to your needs and only afterwards, open the unit for students to be able to view it.

Please note, the templates are adapted for an exam that takes place on 1.12.2020 at 9am. The dates must be updated across all items of the unit according to your exam date.

- Signing the exam integrity declaration form and the confidentiality waiver form.
 - The opening date must be the start date of the exam.
 - The closing date must be at least half an hour after the start of the exam, in order to allow latecomers to have time to sign the forms and in case of various other delays.
 - In “Additional Restrictions on Response Attempts,” the password should be changed to the password that you chose for the exam, which you will also need to pass on to the Office of Undergraduate Studies and the supervisors.
- Multiple-choice questions
 - Start date/time according to the exam date/time
 - Closing date/time, which includes a range to account for delays, time extensions, etc.
 - Exam duration, according to the duration of the exam for the entire group of students (without additional time)
 - In settings that are adapted for groups, the time for each group should be adjusted according to the original exam duration

טל': 04-823-1517 | 04-829-2667
פקס: 04-829-3000
דוא"ל: ugdean@technion.ac.il
קרית הטכניון, חיפה 3200003
www.technion.ac.il

פרופסור חוסאם חאיק

דיקן לימודי הסמכה
לימודי הסמכה



- Open-ended questions
 - Start date/time according to the exam date
 - "Until date" time, according to the end time of the exam for all students (no additional time)
 - Final closing date/time – at the discretion of the instructor, a time could be set or not set. If you do not set up a time, it is recommended to hide the assignments after the exam is finished.
 - Restricted access – the date/time that the exam is shown, this should be the date/time that the exam begins
 - In settings that are adapted for groups, the time for each group should be adjusted according to the original exam duration

Appendix 6

Guidelines for students taking online exams

Dear students,

This document summarizes the procedures and guidelines for conducting online exams during the 2021 winter semester.

This document is written in masculine form for convenience only, but it is intended for both females and males.

The 2021 winter semester exams, both Moed A and Moed B, will be held online, unless otherwise stated.

The purpose of an exam is to evaluate the learning that has taken place and the outcomes of that learning, as well as to evaluate the students' achievements. The exam is based on trust between the examiner and the examinee and, just as in regular exams, fairness, integrity, personal responsibility, and an absolute adherence to the integrity of the exam is required. In the remainder of this document, the rules and guidelines for participating in an online exam through Zoom are presented. The guidelines are written in masculine form, but are intended for both male and female students. We emphasize that **participation in the exam requires content to all of the following points. Please note that participating in an online exam demands that the student adheres to a number of responsibilities and tasks, both in preparing for the exam and for his conduct during the exam. Please read the procedures carefully and follow the guidelines within it. These guidelines will ensure that exam procedures go smoothly and efficiently, and they will allow you to devote your full attention to the exam questions and to demonstrate your abilities in the material of your field.**

Online exams allow examinees to be tested in their home environment, using their personal equipment. In such a situation, the supervision of exams requires a certain combination between personal supervision and the supervision that takes place on the part of the Technion. The Technion does everything in its power to avoid infringing on the examinees' privacy and pays close attention to limiting interference in the private sphere to a proportionate and limited extent. As a result, the Technion does not use intrusive software on personal devices, does not block browsers, does not include built-in monitoring of actions on one's personal computer, or engage in any active breach into private digital space. Supervision of exams will be done by recording the examinees and their computer screens using two cameras (one on the computer and one on an external device) and recording the Zoom rooms in which the exam takes place, including the chat. However, there will be no type of active interference of the user's equipment. Exam recordings will be kept as long as necessary to assess exam integrity, and in accordance with the law, and will be deleted afterwards.

Please note that in the Zoom rooms, the other participants in the room will be able to see the picture being transmitted from the camera. Please be aware of both our responsibility and your need to maintain privacy, and make sure that the work environment that is captured on camera and is visible to supervisors, course staff, and peers in the exam room does not include any details that you do not want shared.

Students who lack the infrastructure to take online exams, as well students who are parents of young children (up to 6th grade), will be able to use Technion's infrastructure to complete their online exams. In order for eligible students to be able to use Technion's infrastructure for this purpose, students will need to pre-register on the undergraduate studies website; this arrangement will be dependent on the available spots that we can set up for this purpose while still adhering to the limitations specified by the Purple Badge guidelines and the Ministry of Health's directives that will be in place during the exam period.

Pre-exam preparations:

1. The instructor will import the students' time extension data from the UPGRADE program and will use it to divide the students into the relevant exam groups in MOODLE, according to their designated exam times (Appendix #4). It is important to note that all students are automatically enrolled in Moed A. In regard to Moed B, students must register on the Undergraduate Studies website up to 72 hours before the exam. Due to the online format, and the need to prepare the Zoom rooms and supervisors in advance, we will not be able to accommodate the late registration of students, with the exception of extenuating circumstances.
2. Upon entering the exam, after the identification process of all students in the same exam room, a password will be sent by the supervisor. You must use this password to access the MOODLE website in order for the option to appear to sign the exam integrity form and the waiver of confidentiality form. Only after signing these forms, will the exam form be made accessible.
3. Students who do not agree with what is stated here or what is written on the forms addressed in the preceding point and are not willing to take part in all that is required to participate in an online exam, will not be able to be graded in the course, unless there are extenuating circumstances. They will need to wait for the next date in which the course exam will be held in-person on campus. Please note that postponing the exam to that future date of "special exams" may impair one's progress in their studies due to the lack of fulfilling a prerequisite and possibly even completing one's studies on time.
4. Each student can view his upcoming exams by logging onto the STUDENTS system. The website will display exam details, including links to the online supervision rooms, details of the teaching staff, and the exam email address.
5. In order to take the exam, you must complete your registration through the registration assignment on MOODLE when entering the exam.

6. Equipment necessary for the exam: A desktop or laptop computer that is connected to a power source, an Internet connection, a proper webcam, an internal or external microphone which is connected only to the computer, a smartphone with a camera, and an available charger located next to the examinee. If additional aids are required/permitted for the exam (calculator, scratch paper, etc.), they must be gathered prior to the exam. To borrow technical equipment required for the exam, students may contact ASAT (Technion Student Association).
7. During the exam, the student must be in a setting that is separate from the rest of the household. There should be no other people in the area in which you are taking the exam. It is recommended that you are in a separate room without unnecessary distractions or background noise. As mentioned, you should make sure that your work environment is free of any personal information that you would not like to be shared through the camera with the supervisors, course staff, or your peers in the exam room.
8. During the exam, you will not be able to use headphones of any kind (except for students who have received special approval from the Dean of Undergraduate Studies) and you will not be able to have an additional computer or phone near you that is not needed for the exam, nor will you be able to have a communication device of any kind, a smart watch, or a recording or listening device. However, earplugs (without any electronic components) can be used, but it is your responsibility to stay attentive to the instructions of the supervisor and/or teaching staff. You are solely responsible in the case that you do not hear the supervisor's and/or teaching staff's instructions.
9. It is your responsibility to install the Zoom software on your computer and connect it through your Technion email account. In addition, make sure that both the Zoom software, as well as the scanning software, are installed on your smartphone. It is recommended (but certainly not required) to install TeamViewer software on the computer so that it will be possible to try and assist in the event of a technical malfunction during the exam. As this procedure deviates from the privacy policy stated above, we emphasize that this is optional and not mandatory.
10. Zoom exam rooms will be divided into rooms for those who are receiving additional time and those who will be in the regular classrooms. It is up to you to verify in advance through the STUDENTS system that you are assigned to the appropriate room. If you have permission for an accommodation of additional time, and you have not been placed in an additional time exam room, please contact the Administrative Office of Undergraduate Studies in the faculty.
11. After completing the declaration forms, 2 assignments will be accessible on the course website on MOODLE – one for **students without accommodation for time extension** and the other for **students with a time extension accommodation**. The exam forms will be uploaded onto both assignments, which will be available for a limited time, i.e., during the exam period only.
12. When entering the virtual exam room, please make sure that the username in Zoom is in the following format: first name and last name (in English only). Make sure that the account name on Zoom, both on the computer and on the phone, will be the same as the

name of the examinee. It is additionally advisable to add: "Computer" or "Phone" to each device, so that the supervisor can send a direct message to the correct device.

13. A Zoom connection will occur when the audio and video of your personal computer are running. The volume on your computer can be lowered to prevent distractions.

Logging in, identification, and online exam procedures

14. You must connect, through your Technion User account, 40 minutes before the start of the exam to take part in the identification process. To avoid any doubt, we will not allow students to take the exam who connect with a non-Technion email address.
15. Identification process: upon connecting to the exam room, the supervision team will ask that you present an identification card with a clear picture for identification and verification. For this purpose, your ID card can be a Technion student ID, an ID card (Tehudat Zehut), a driver's license or a passport. Other documents may not be used for identification purposes. In cases in which it is difficult to identify the examinee or in cases in which the student requests to identify himself while maintaining his privacy, the supervisor-in-charge will move the examinee to a private Zoom room for identification. In the event that it will not be possible to identify the examinee, he will not be allowed to participate in the exam and will be considered to be someone who has voluntarily opted out of the exam.
16. Before the exam begins, each examinee will connect to the Zoom room via his computer and smartphone. First, you will connect with the computer camera and, only after all the examinees have entered the room, will you connect through the smartphone camera as well.
17. The identification process will include a number of steps. From the start of the process, or at any stage within it, students who request (preferably in advance) to identify themselves to a supervisor of the same gender, will be able to do so. The identification process will follow these steps:
 - a. Taking a picture/recording of the student's face (it is allowed, and even desirable, to smile 😊). While taking the photo, you should show the supervisor that you are not wearing headphones (an exception will be made for students who have permission from the Dean of Undergraduate Studies to use headphones).
 - b. Photograph/recording of the table and the computer station.
 - c. A photograph/recording of the exam setting (the room, the door to the room, under the table, space behind the computer, etc.). As stated earlier in the document, please pay attention, in advance, to the information that you do not want shared, so that it does not appear on camera.
 - d. If scratch paper or notebook paper are allowed, they should also be shown to the supervisor so that he can verify that they are blank and do not contain any content.
18. After the identification process is complete, your cell phone should be placed somewhere that the recording can capture both you (the examinee) and the computer screen. The

- computer camera must be turned on for the entirety of the exam, such that it is placed in such a way that the examinee's face and workspace are always captured in the picture.
19. During the exam, the supervisor will be entitled to ask again that the student scan the entire room or parts of it. Supervisors are instructed to try to avoid this request, and that such a request for an additional scan only occur in cases that are deemed necessary.
 20. The exam will be recorded in its entirety. The Technion will be permitted to use the recording of the exam, and photographs of the examinees, for the purpose of ensuring exam integrity, and for this purpose only. The photographs/recordings will remain for the period specified in the Technion's procedural guidelines for saving exam notebooks. Afterwards, the files will be deleted.
 21. An exam that includes handwritten responses should be written on blank sheets of paper (it will be necessary to show them to the supervisor before the exam begins). Each answer sheet must include the examinee's student number (at the top), as well as the page number. Do not write your name on the exam pages. Please prepare a sufficient number of numbered pages in advance, with your personal details written on it. Please write in clear, legible, and neat handwriting, and remember that in order to evaluate your responses, we must be able to read and understand your responses.
 22. Questions during the exam:
 - a. Technical questions (malfunctions) or leaving to go to the toilet – If the need arises, please raise your hand (👏) using the hand raise feature in Zoom. The supervisor will contact the examinee through the chat and grant the student permission to write him in the chat. The examinee will then ask the supervisor his question. Do not write anything that is not specifically for the exam supervisor. All chat correspondence will be fully document by the supervisor. If necessary, the supervisor will be assisted by the lecturer who is in charge, the course staff, or by the technical support team that has been designated for the exam.
 - b. Questions related to the exam material – At the start of the exam, the lecturer will clarify how to contact the teaching staff during the exam instructions, both in writing and orally.
 23. The chat will be used solely to contact a lecturer or supervisor. Of course, conversations between the examinees are forbidden.
 24. Getting up or leaving the area that is being recorded by the computer camera during the exam period will only be permitted with the approval of the supervisor or the course staff.
 25. You can go to the toilet during the exam, within reason. Going to the toilet requires permission from the supervisor. A request to go to the toilet should be sent in the chat and only after receiving approval. The supervision staff will do their best to respond to requests as quickly as possible, however, sometimes there may be slight delays due to other examinees departing to use the toilet. Please take this into account and show understanding. The team will try to minimize such delays. Of course, when leaving to go to the toilet, do not take your smartphone – the device must stay connected and must continue to record the exam environment. Upon return, the student must send the

instructor or supervisor a message in the chat that he has returned. If necessary, the supervisor may request that the student provide additional identification by presenting an ID card upon his return to the exam. **Please note that leaving the exam area is a test of trust and integrity. We expect that all students successfully pass this test.**

26. In case of prolonged absence (more than 5 minutes in total) due to a toilet break, or an interruption of the connection of more than 5 minutes or 10 minutes in total, or any other circumstance that the instructor-in-charge deems as unreasonable conduct during an online exam, the supervisor or teaching staff will try to contact the student individually, depending on the nature of the problem or malfunction. In the case of suspicion that there has been a violation of disciplinary regulations, the lecturer-in-charge will be authorized to file a complaint to the Disciplinary Committee. The supervisors will make note of any instances of disconnected connections or departures from the exam environment in their monitoring forms (Appendix 4).
27. A student who enters the exam room and had received the password for the exam is considered to have participated in the exam. During the first half hour of when the exam form was provided, the student can choose to not take the exam, even if he has already viewed the exam form. In this case, the student must notify the supervisor that he wishes to forgo taking the exam and indicate this in the designated place in MOODLE during the first half hour. The examinee will **remain under supervision** until the end of the exam, but will not submit the exam, and will not be given a grade for the exam (if it's a Moed B exam, and the student has a grade on the exam in Moed A, the grade from Moed A will be the only exam grade used for calculating the final course grade). A student who does not remain in the supervised exam room until the end (even if he chooses not to be graded), will be considered as a student who has submitted the exam and will be given a grade accordingly.

Completion and submission of the exam

28. For exams in which handwritten responses are necessary, at the end of the exam (or at the end of each section), the student must scan all of the response sheets and upload them to MOODLE and send them to the email address assigned to the exam (or in accordance with other instructions provided by the course instructor). All uploaded sheets must be clear and legible. It is your responsibility to make sure that all pages have been scanned and that all files have been uploaded. At this point, you can only engage in scanning the pages, and will not be permitted to edit them. Writing during this time may result in being disqualified from the exam.
29. A student who has an accommodation, such that he is approved to have a personal formula sheet in accordance with the guidelines, must attach the scanned formula sheet, which has been pre-signed by the lecturer, to the test documents.
30. The time designated for scanning and uploading files to MOODLE is not included in the time allotted for the exam. During the scanning process, students will continue to have their computer and smartphone cameras turned on so that the examiner will be able to observe this process. Fifteen (15) minutes after the end of the exam, will be allocated to

completing the scanning process. The submission part of the assignment in MOODLE will be locked after this time, and it will not be possible to upload files after this time. Appendix 7 provides instructions for scanning and sending the files via MOODLE and via email. A student who does not comply with the supervisor's instructions or does not submit the exam on time risks being disqualified from the exam.

Suspicion of violations of exam integrity

31. In cases in which there is a concern that the integrity of the exam has been violated, the course instructor has the authority to clarify the issue with the student and deal with the issue in accordance with the relevant student regulations. This action is also applicable even if the student was permitted to submit the exam. These provisions do not replace the disciplinary regulations, rather are additions to them.

Appendix #7

Instructions for students to create and submit a file in the Moodle system

Step 1: Create the submission in PDF format

Option 1: Save images as PDF files (Android device)

1. Take a photo of your exam using your Android device.
2. Open the image in the photo gallery and, in the file menu, click on "Print".
3. In the print options, select "Save as PDF" and click "Save".
4. Choose a location to save the PDF file and enter a name for the file, in accordance with the instructions that you received from the course instructor. Click "Save".

Option 2: Scan documents using Google Drive (Android device)

1. Open the Google Drive app.
2. On the bottom left, click the Add icon (+).
3. Select "Scan" from the options menu that opens.
4. Take a picture of the page that you want to scan.
 - **To adjust the scan area:** Click on the crop icon.
 - **To take a new picture of the image:** Click the re-scan icon on the current screen.
 - **To scan another page:** Click the Add icon.
5. To save the final document, click on the Finish icon.

Option 3: Scan documents using Notes (iPhone device)

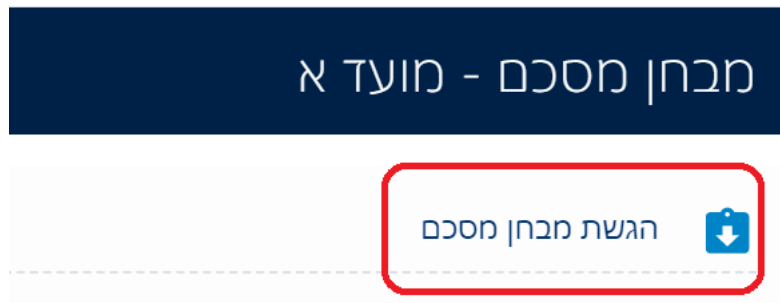
1. Log-in to the Notes app.
2. On the main screen, click on the Add icon located at the bottom of the screen in the middle.
3. On the next menu, select "Scan Documents".
4. Take a picture of the page.
5. Adjust the borders of the scanned page to adjust the area and click "Approve the scan" or "Take another photo" to scan again.
6. The scanned file will be saved in the photo gallery of the device.

Sending the scanned file

1. The scanned file must first be uploaded to the MOODLE system, which locks 15 minutes after the end of the exam. You can upload the document directly through a computer cable, via Bluetooth, via Air Drop, via Google Drive, or through your personal email.
2. Immediately afterwards, email the file directly to the email provided to you as part of the exam details.

Step 2: Upload the exam file to the MOODLE system

1. On the main page of the course website, click on the assignment (submission of the final exam):



2. On the page that opens, you can view the details of the assignment and the status of your submission. Click "Add submission":

הגשת מבחן מסכם	
מצב הגשה	
מצב ההגשה	אין נסיונות
מצב מתן הציון	לא ניתן ציון
עד לתאריך	00:00 ,3/07/2020
הזמן שנותר	6 ימים 10 שעות
עדכון אחרון	-

הערות סטודנט להגשה

הערות (0)

הוספת הגשה

טרם הגשתם את המטלה

3. Upload the submission file (you can drag the file directly from a folder on your computer to the upload area with the blue arrow, or you can click on the blue arrow and use the file selection window on the computer/smartphone):

הגשת מבחן מסכם

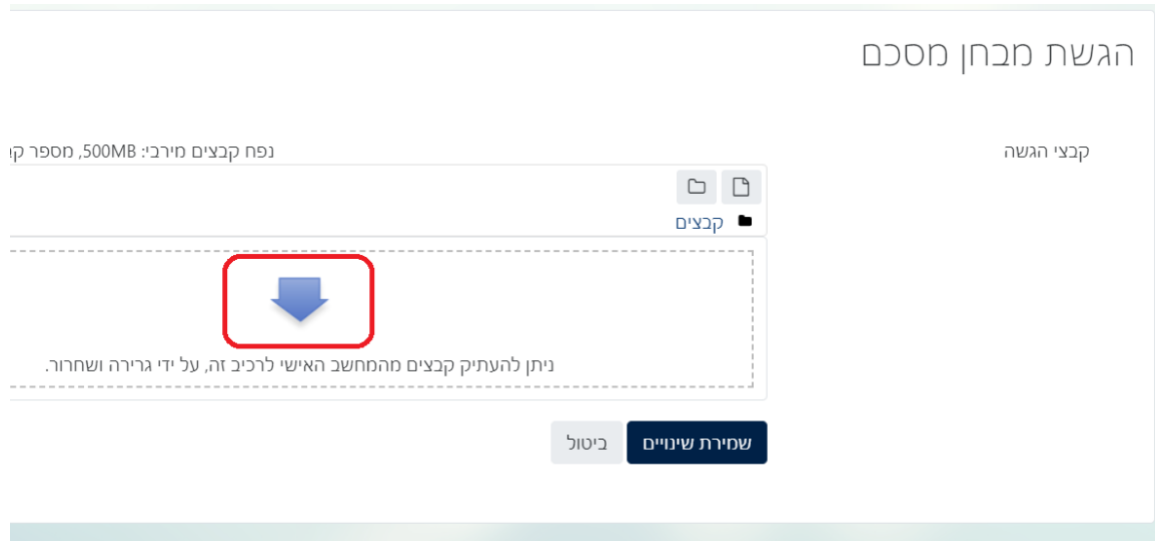
קבצי הגשה

נפח קבצים מירבי: 500MB, מספר קו

קבצים

ניתן להעתיק קבצים מהמחשב האישי לרכיב זה, על ידי גרירה ושחרור.

שמירת שינויים ביטול



- Next, make sure that the name of the file matches the name of the file that you intended to upload and save it by clicking on "Save Changes" at the bottom of the screen.

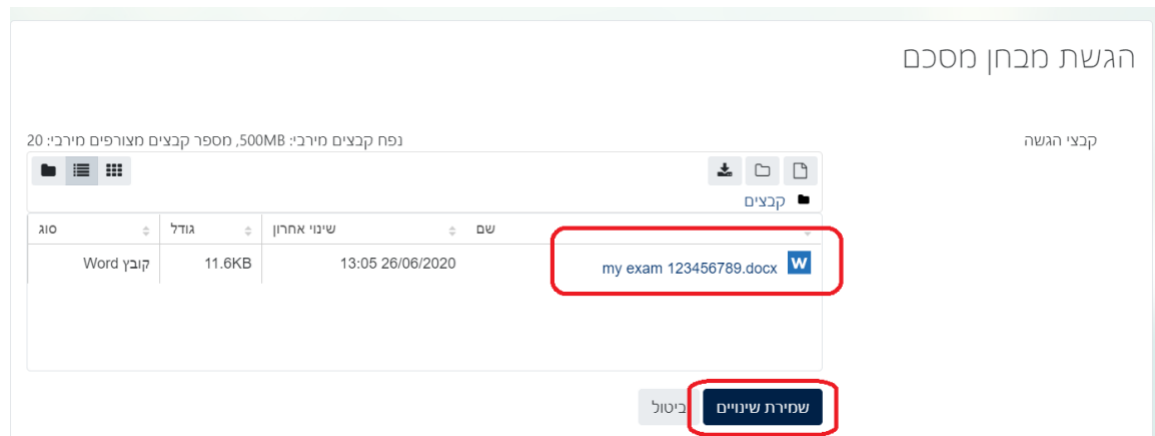
הגשת מבחן מסכם

קבצי הגשה

נפח קבצים מירבי: 500MB, מספר קבצים מצורפים מירבי: 20

סוג	גודל	שינוי אחרון	שם
קובץ Word	11.6KB	13:05 26/06/2020	my exam 123456789.docx


שמירת שינויים ביטול



- Check the submission status on the next window. You can replace the file at this point by clicking on "Edit Submission" or you can delete the file completely by clicking on "Delete Submission".

Pay attention! If the "Submit Assignment" button appears, you must click on it.

מצב הגשה

הוגש למתן ציון	מצב ההגשה
לא ניתן ציון	מצב מתן הציון
00:00 ,3/07/2020	עד לתאריך
6 ימים 10 שעות	הזמן שנותר
13:05 ,26/06/2020	עדכון אחרון
13:05 ,26/06/2020	קבצי הגשה
+ my exam 123456789.docx  יצוא לתיק-עבודות	
הערות סטודנט להגשה	
(0) הערות	

מחיקת הגשה

עריכת ההגשה

ניתן לכצע עדכונים בהגשה שלך

Appendix #8

Exam guidelines for students in MOODLE

After logging on to Zoom and the supervisor has taken attendance, go the course website on Moodle and find the appropriate exam area.



In the first stage, you will be asked to sign a declaration of exam integrity and a confidentiality waiver. Click on the link and you will be taken to the following screen:

חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע

שלב זה הינו חובה. ללא אישור ההצהרות לא ניתן לגשת לבחינה.

(המינוח "בחן" בעמוד זה מתייחס לשאלון החתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות עצמו, ולא לבחינה.)

הבחן יפתח ב-24/12/2020, 08:30

בחן זה יסגר ב-24/12/2020, 10:00

חובה עליך לדעת את הסיסמה כדי לנסות ולפתור את בחן זה.

שיטת מתן הציון: נסיון מענה אחרון

התחלת ניסיון מענה

This stage is mandatory. Without confirmation of the declaration, you will not be able to access the exam.

(The word "quiz" on the screen refers to the declaration of exam integrity and a confidentiality waiver, and not to the exam.)

Click on "Begin the quiz". In the next step, you will be asked to enter a secret password, which will be sent to you by the supervisor in the Zoom chat.

טל': 04-823-1517 | 04-829-2667
פקס: 04-829-3000
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פרופסור חוסאם חאיק

דיקן לימודי הסמכה
לימודי הסמכה








Enter the password and click "Begin the quiz".

The next step is to confirm both parts and press submit.

Next, return to the exam area on the main page of the course, where you will be able to access the exam itself (it may be in the format of an exam, an assignment, or a combination of the two).

Appendix #9 Forgoing the exam

בחן אמצע

- חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע 
- ההצהרות אושרו בהצלחה, כעת ניתן לגשת לבחינה. בהצלחה!**
- וויתור על בחינה**  (circled in red)
- שאלות רב ברירה - בחן אמצע 
- שאלות פתוחות - הגשה - בחן אמצע 
- שאלות לסגל ההוראה במהלך המבחן - בחן אמצע 

Students can forgo the exam during the first half hour of the exam.

וויתור על בחינה

סטודנטים יכולים לוותר על בחינה במהלך חצי השעה הראשונה של הבחינה.
על מנת לחתום על וויתור יש לסמן "נכון" בשאלה.

נסיגות מותרים: 1

הבוחן יפתח ב-5/01/2021, 09:30

בוחן זה יסגר ב-5/01/2021, 10:00

התחלת ניסיון מענה

In order to sign that you forgo the exam, you must mark "Correct" in response to the question, "I voluntarily forgo this exam and am aware of the implications of this action, as is outlined in the online exam regulations, Section 27":

אני מוותר על בחינה זו מרצוני האישי ומודע להשלכות של מעשה זה כפי שכתוב בהנחיות לבחינות המקוונות סעיף 27.

יש לבחור תשובה אחת:

כן

לא-נכון

סיום הבוחן...

שאלה 1
שאלה זו טרם נענתה
ניקוד השאלה: 1
4 סימון שאלה

The following screen is a confirmation of forgoing the exam.

בחן אמצע

חתימה על הצהרת טוהר בחינות והצהרת ויתור סודיות - בחן אמצע

הצהרות אושרו בהצלחה, כעת ניתן לגשת לבחינה. בהצלחה!

וויתור על בחינה

בחרת לחתום וויתור על הבחינה.